Marion County Board of County Commissioners
POSITION DESCRIPTION

To be successful in the position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

LEGAL SERVICES SPECIALIST-PARALEGAL

Department: **Court Administration**
Pay Grade: **109**
FLSA Status: **Non-Exempt**
Job Class: **5046**
Risk Code: **8820**

JOB SUMMARY

Responsible for overseeing the daily operations of the Marion County Law Library, assisting the public with legal research resources, and providing legal research and administrative support to professional staff within the Fifth Judicial Circuit. This position also serves as a liaison with the Marion County Clerk of Court, as appropriate, and assists the Office of General Counsel with researching legal matters, investigating facts, and preparing legal documents.

ESSENTIAL JOB FUNCTIONS

- Oversees the daily operations of the Marion County Law Library, including maintaining legal resources and coordinating library services.
- Supervises assigned Law Library personnel, including coordinating work assignments, monitoring performance, providing guidance and training, and ensuring compliance with established policies and procedures.
- Assists members of the public, attorneys, and court personnel in locating legal information and utilizing available legal research resources.
- Conducts legal research, investigates facts, and prepares legal documents, memoranda, and correspondence under the direction of the Office of General Counsel.
- Coordinates with the Marion County Clerk of Court and other agencies regarding legal resources and services.
- Attends staff meetings to exchange information; attends technical or professional workshops, seminars, or conferences to improve professional skills.
- Provides excellent customer service to members of the public, court personnel, and other County employees.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for supervising assigned Law Library personnel. The position works under the general direction of the Office of General Counsel.

QUALIFICATIONS

Education and Experience:
Associate's degree (bachelor's degree preferred) and one (1) year of experience as a law clerk, paralegal, or in court administration; or an equivalent combination of education and experience. Customer service experience preferred.

Must successfully complete a Level II criminal background check, including fingerprinting.

Licenses or Certifications:
Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of department policies and procedures.
- Knowledge of modern office practices and procedures.
- Skill in utilizing a personal computer and various job-related application software programs.
- Skill in verbal and written communication.
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems.
- Ability to effectively supervise, train, and evaluate assigned personnel.
- Ability to organize and communicate effectively.
- Ability to work independently with minimal supervision while following established policies and procedures.
- Ability to establish and maintain working relationships with County officials, fellow employees, and the general public.
- Ability to assist the public with legal research inquiries and available resources without providing legal advice.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Knowledge of the purpose, function, and procedures of the Legal Services Department and Office of General Counsel.
- Knowledge of the principles, methods, materials and practices of legal research.
- Knowledge of federal, state, and local statutes and ordinances, the Common Law, and administrative rules and regulations.
- Knowledge of business English, spelling, and punctuation.
- Skill in preparing legal documents, memoranda, briefs, and professional correspondence utilizing Microsoft Office and Adobe.
- Ability to assist the public in form preparation and legal research within the parameters of Florida Law.
- Knowledge of legal research platforms, including Westlaw.

PHYSICAL DEMANDS

The work is medium work requiring exertion of up to 25 pounds of force occasionally and/or negligible amounts of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Requires mental acuity including the ability to make rational decisions through sound logic and deductive processes, the ability to express ideas by means of the spoken word and have close visual acuity.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

_____ _____

Employee Signature Date

_____ _____

Supervisor (or HR) Signature Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*